

~~SECRET~~
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) SUDMEIER, ELIZABETH		2. DATE OF BIRTH 5 DEC 1912	3. SEX F	4. GRADE GS-13	5. SD D
6. OFFICIAL POSITION TITLE Operations Officer		7. OFF/DIV/BR OF ASSIGNMENT DDP/NE/		8. CURRENT STATION HQS	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
☐ CAREER ☐ RESERVE ☐ TEMPORARY ☐ CAREER-PROVISIONAL (See Instructions - Section C) ☐ SPECIAL (Specify):		☐ INITIAL ☐ REASSIGNMENT SUPERVISOR ☒ ANNUAL ☐ REASSIGNMENT EMPLOYEE ☐ SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From- to-) 25 June 1971 - 31 October 1971			
SECTION B PERFORMANCE EVALUATION					
U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described. P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected. S-Strong Performance is characterized by exceptional proficiency. O-Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Desk officer					S
SPECIFIC DUTY NO. 2 Branch Officer responsible for the review and processing of all					RATING LETTER
for					O
SPECIFIC DUTY NO. 3 Provides operational support and guidance to					RATING LETTER
Station.					S (b)(3)
SPECIFIC DUTY NO. 4 Monitors and assists in the provision of administrative, personnel, logistical and communications support to					RATING LETTER
Station.					S
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
Reviewed by OP/SPD					S

~~SECRET~~GROUP 1
Excluded from automatic
downgrading and
declassification

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

NOV 22 9 43 AM '71

Miss Sudmeier is a very competent and dependable officer of long and varied experience. She continues to carry out her duties in a professional and dedicated manner. She exhibits good cost consciousness and needs little, if any supervision. Miss Sudmeier plans to retire from the Agency in Spring 1972. She will be missed.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE	
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE 17 NOV 71	SIGNATURE OF EMPLOYEE <i>E. J. Both Sudmeier</i>
2. BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 4	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION (b)(3) (b)(6)
DATE 1 November 1971	OFFICIAL TITLE OF SUPERVISOR DC/NE/ [redacted] SURE
3. BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL I concur in the above comments. Subject is a mature, reliable officer whose performance as a desk officer has consistently been strong. (b)(3) (b)(6)	
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL CNE/ [redacted] SURE

SECRET

(b)(3)